Dear Applicant,

You are required to complete the APD required courses, prior to being employed by (Provider Title). Please refer to the iBudget Handbook, Appendix C for all service specific APD required courses.

The TRAIN Florida APD LMS Support team has implemented a TRAIN Florida process that will help us expedite your hiring process; it allows you to create a TRAIN Florida account, locate, register and complete the APD Required courses, and provide (Provider Title) with a copy of your official TRAIN Florida Transcript.

We have attached the TRAIN Florida account creation instructions. Please read and carefully follow the **instructions.** The instructions have links to important resources that will help you. Please save the instructions to your desktop.

***It is critical that you do not create multiple accounts!***

“This could slow down the hiring process”

Below is a list of the APD required courses. The How to Locate TRAIN Florida APD Courses document will show you how to **locate** and **register** for the courses:

1. APD - TRAIN Florida Provider/Customer Learner Orientation
2. APD - Direct Care Core Competencies (DCCC)
3. APD - Zero Tolerance - A Statewide Initiative
4. APD - Health Insurance Portability and Accountability Act (HIPAA)

Please refer to the iBudget Handbook, Appendix C for all service-specific APD required courses.

When you have completed the APD required courses, please email or print your TRAIN Florida Transcript for (Provider Title) to verify.

If you cannot find the answer to your problem or require technical assistance, please contact the TRAIN Florida APD site administrator by sending an email to [apd.lmssupport@apdcares.org](mailto:apd.lmssupport@apdcares.org)

***Note:***

**Please do not contact the Public Health Foundation (PHF) or the Florida Department of Health (DOH) regarding TRAIN Florida - (This will delay the hiring process).** Instead, send an email to [apd.lmssupport@apdcares.org](mailto:apd.lmssupport@apdcares.org) Subject: *Prospective Employee. Priority High.*You must include your first and last name, email address and the TRAIN Florida Login Namein the body of the email.